

Importing Louisiana Returns from a Practitioner Account

FILE STRUCTURE – LOUISIANA RETURNS	2
THE HEADER	2
THE RETURN DATA.....	3
▼ EXAMPLE FILES	4
▼ SHORT NAME LIST	5
IMPORTING RETURN FILES – LOUISIANA RETURNS	7

File Structure – Louisiana Returns

The Import is accomplished with a comma delimited file (*.csv or *.txt.). The file can contain multiple returns, business locations, tax authorities, and filing periods.

Create the comma delimited import file using the program of your choice. Be sure to save your import file in a secure and accessible location.

There are two parts to the import file, the Header and the Return Data. Each return included in the file must contain both parts and a separator.

In order to import correctly, the import file must meet the following specifications:

The Header

The Header line contains the Short Name of the tax authority, the File Period (MM/YYYY), the Import ID and the User Name of the taxpayer.

The **Short Name** for each tax authority is listed in a table in this document.

The **File Period** refers to the monthly period in which Sales and Use Tax was collected by the seller.

The **Import ID** is the assigned number unique to a business location. To find the Import ID, select a taxpayer from the table on the homepage of the practitioner account. Then, place your mouse-pointer over **Account Center** on the menu bar and select **Manage Locations** from the drop-down menu. In the **Location Information** section, select the location name from the drop-down menu. The Import ID is listed on the Location Information bar.

The screenshot displays the Parish E-File.com website interface. At the top, there is a navigation bar with the following links: Create Return, My Returns, Account Center (highlighted), Lookup, Support, and FAQ. Below the navigation bar, there is a section for 'Corporate/Business Information' with a sub-menu containing 'Account Settings', 'Manage Locations', and 'Payment Accounts'. The 'Manage Locations' option is selected. Below this, there is a 'Corporate/Business Information' section with a '+' button. The 'Location Information' section is active, showing a dropdown menu with 'ID[398]' circled in red. Below the dropdown, there is a form with the following fields: Location Name (Ramware Business Location), Federal ID (Applied For), Phone (225-215-0100), Fax, and E-Mail (chelsea@salestaxonline.com).

The **User Name** can be found in the table on the homepage of the practitioner account. User Names are not case-sensitive.

Practitioner Account

The list below are the User Accounts available under your Practitioner Account. You may Log On to an account listed below by clicking SELECT in the next to the User Name.

You may also ADD NEW or ADD EXISTING Accounts by clicking the buttons shown below.

ADD NEW ACCOUNT **ADD EXISTING ACCOUNT** **CANCEL**

	User Name	Company	Contact	Address	
Pending	RAMTestTaxpayer2	Ramware	Justin Test	7117 Florida Blvd., Tes, Baton rouge, LA 70806	Remove Link
Select	TestUser	Test Company	Joe Tester	7117 Florida Blvd., Baton Rouge, LA 70806	Remove Link

The example Header line below indicates a LA Dept. of Revenue sales tax return for May 2009, a business location with Location Identifier 398, and taxpayer User Name TestUser.

Example Header:
LA,5/2009,398, TestUser

The Return Data

Use the line labels printed on the **Return Import Templates** to determine which line labels to use and where to enter amounts.

▼ To access the return import templates:

1. Click **Import Returns** on the menu bar. The **Import Page** appears.

Import Returns

Import Return Values File [Need Help? Click Here.](#)

Upload File **CANCEL**

Instructions

1. Click to Print Practitioner Import Instructions.
2. Print Return Import Templates.

Returns: [All Returns] File Period: July 2009

2. Select a **Return** and **File Period** from the drop-down menus. Then, click the **Print** button.

3. Use the line labels printed on the **Return Import Templates** to determine which line labels to use and where to enter amounts in the Return Data portion of your import file.

Example Return Data:

```
Line1,2033.43  
Line8,33.43  
Line8_Explanation,Allowable Deduction  
LineA_13,1000  
LineB_13,1000  
////////
```

Additional Guidelines:

- The return separator must follow each return, including the last return in the file. It consists of ten forward slashes (/).
- When entering dollar amounts, do not include commas. For example, one thousand dollars in gross sales should be entered as '1000', not as '1,000'.
- When entering cent amounts, use a decimal place followed by two numeric digits. For example, one thousand dollars and twenty-five cents should be entered as '1000.25'. Whole dollar amounts do not need to be followed by '.00'.
- If you do not have data for certain fields or lines in the templates, you do not need to list them in the Return Data file.

▼ Example Files

▼ **Example of an import file for one authority, with sales in one jurisdiction:**

```
EBR,06/2009,398,TestUser  
Line1,5000  
LineA_13,5000  
////////
```

▼ **Example of an import file for one authority, with sales in multiple jurisdictions:**

```
EBR,06/2009,398,TestUser  
Line1,5000  
LineA_13,2500  
LineB_13,2000  
LineC_13,500  
////////
```

▼ **Example of an import file for multiple authorities, with sales in one jurisdiction each:**

```
LA,7/2009,398,TestUser  
Line1,1000  
////////  
RAPIDE,7/2009,544,TestUser  
Line1,1000  
LineA_13,1000  
////////
```

▼ Short Name List

Return	Short Name
Acadia Parish Sales Tax	ACADIA
Allen Parish Sales Tax	ALLEN
Ascension Parish Sales Tax	ASCENS
Assumption Parish Sales Tax	ASSUMP
Avoyelles Parish Sales Tax	AVOYEL
Beauregard Parish Sales Tax	BEAURE
Bienville Parish Sales Tax	BIENVI
Bossier Parish Sales Tax	BOSSIE
Caddo Parish Sales Tax	CADDO
Calcasieu Parish Sales Tax	CALCAS
Caldwell Parish Sales Tax	CALDWE
Catahoula Parish Sales Tax	CATAHO
Claiborne Parish Sales Tax	CLAIBO
Concordia Parish Sales Tax	CONCOR
Desoto Parish Sales Tax	DESOTO
East Baton Rouge Parish Sales Tax	EBR
East Carroll Parish Sales Tax	ECARRO
East Feliciana Parish Sales Tax	EFELIC
Evangeline Parish Sales Tax	EVANGE
Franklin Parish Sales Tax	FRANKL
Grant Parish Sales Tax	GRANT
Iberia Parish Sales Tax	IBERIA
Iberville Parish Sales Tax	IBERVI
Jackson Parish Sales Tax	JACKSO
Jefferson Davis Parish Sales Tax	JDAVIS
Jefferson Parish Airport Tax District	JEFFERAGS
Jefferson Parish Airport Tax Food/Drug	JEFFERAFD
Jefferson Parish Food and Drug	JEFFER
Jefferson Parish General Sales Tax	JEFFERGS
Lafayette Parish Sales Tax	LAFAYE
Lafourche Parish Sales Tax	LAFOUR
LaSalle Parish Sales Tax	LASALL
Lincoln Parish Sales Tax	LINCOL
Livingston Parish Sales Tax	LIVING
Louisiana Dept. of Revenue Sales and Use Tax	LA
Madison Parish Sales Tax	MADISO
Morehouse Parish Sales Tax	MOREH
Natchitoches Parish Sales Tax	NATCHI
Orleans Parish Sales/Food, Drug/Parking Tax	ORLSAL
Ouachita Parish Sales Tax	OUACHI
Plaquemines Parish Sales Tax	PLAQUE
Pointe Coupee Parish Sales Tax	POINTE
Rapides Parish Sales Tax	RAPIDE
Red River Parish Sales Tax	REDRIV
Richland Parish Sales Tax	RICHLA
Sabine Parish Sales Tax	SABINE
St. Bernard Parish Sales Tax	STBERN
St. Charles Parish Sales Tax	STCHAR

Return	Short Name
St. Helena Parish Sales Tax	STHELE
St. James Parish Sales Tax	STJAME
St. John the Baptist Parish Sales Tax	STJOHN
St. Landry Parish Sales Tax	STLAND
St. Martin Parish Sales Tax	STMART
St. Mary Parish Sales Tax	STMARY
St. Tammany Parish Sales Tax – In Store	STTAMMIS
St. Tammany Parish Sales Tax – Sales and Deliveries	STTAMM
Tangipahoa Parish Sales Tax	TANGIP
Tensas Parish Sales Tax	TENSAS
Terrebonne Parish Sales Tax	TERREB
Union Parish Sales Tax	UNION
Vermilion Parish Sales Tax	VERMIL
Vernon Parish Sales Tax	VERNON
Washington Parish Sales Tax	WASHIN
Webster Parish Sales Tax	WEBSTE
West Baton Rouge Sales Tax	WBR
West Carroll Parish Sales Tax	WCARRO
West Feliciana Parish Sales Tax	WFELIC
Winn Parish Sales Tax	WINN

Importing Return Files – Louisiana Returns

The Import is accomplished with a comma delimited file (*.csv or *.txt.). The file can contain multiple tax authorities with different locations and filing periods.

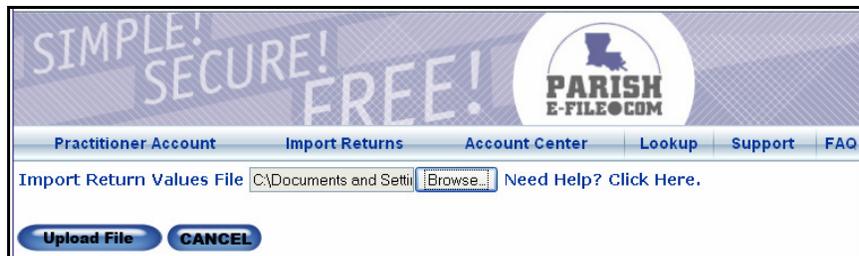
Create the import file using the program of your choice. Be sure to save your import file in a secure and accessible location. Refer to the **File Structure** guide to ensure your file is formatted correctly and meets the specifications for the return and period.

▼ To import returns:

1. Click **Import Returns** on the menu bar.



2. To find the import file, click the **Browse** button.
3. Select the file and click the **Open** button.
4. The file name appears in the field. Click the **Upload File** button.



5. A summary of import file information appears. The column labeled **Import Status** shows any errors detected in the file. If there are no errors detected, move to the section below labeled **No Errors**.

Errors:

If there are any errors in the file, the import status displays **[Show Errors]**. Click **[Show Errors]** to see the line location and description of the errors.

SIMPLE! SECURE! FREE! **PARISH E-FILE.COM**
 Practitioner Account Import Returns Account Center Lookup Support FAQ
 Import Return Values File Browse... Need Help? Click Here.

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>		Test Company	Business Location	07/2008	[Show Errors]
<input checked="" type="checkbox"/>	East Baton Rouge Parish	Test Company	Business Location	07/2008	[Show Errors]
<input checked="" type="checkbox"/>	Rapides Parish	Test Company	Business Location	07/2008	OK

Upload File **IMPORT** CANCEL

SIMPLE! SECURE! FREE! **PARISH E-FILE.COM**
 Practitioner Account Import Returns Account Center Lookup Support FAQ
 Import Return Values File Browse... Need Help? Click Here.

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>		Test Company	Business Location	07/2008	[Hide Errors] [LDR,7/2008,5598,TestUser]: Could not find such a return as specified in the import file.[LDR,7/2008,5598,TestUser]: This return has not been setup for filing. Please go to AccountInformation->Return Setup to setup your return.
<input checked="" type="checkbox"/>	East Baton Rouge Parish	Test Company	Business Location	07/2008	[Hide Errors] [EBR,7/2008,5598,TestUser]: This return has not been setup for filing. Please go to AccountInformation->Return Setup to setup your return.
<input checked="" type="checkbox"/>	Rapides Parish	Test Company	Business Location	07/2008	OK

Upload File **IMPORT** CANCEL

Click the **Cancel** button to cancel the imported returns.

Revisit the original file to reconcile the error. Edit the information and save the file. Upload the new file following Steps 2-5.

No Errors:

If there are no errors in the file, the import status displays **OK**.

The checkboxes in the Import column are automatically checked. Uncheck the checkboxes next to returns that should not be imported.

- To import the checked returns, click the **Import** button.

SIMPLE! SECURE! FREE! **PARISH E-FILE.COM**
 Practitioner Account Import Returns Account Center Lookup Support FAQ
 Import Return Values File Browse... Need Help? Click Here.

Import	Return	Business	Location	File Period	Import Status
<input checked="" type="checkbox"/>	Louisiana Dept of Revenue Sales and Use Tax	Test Company	Business Location	07/2008	OK
<input checked="" type="checkbox"/>	Rapides Parish	Test Company	Business Location	07/2008	OK
<input checked="" type="checkbox"/>	Ascension Parish	Test Company	Business Location	07/2008	OK

Upload File **IMPORT** CANCEL

- The files are imported into the system when the status of the import is displayed in the **Import Status** column as **Success**.



Note: A successful import does not mean that the return has been filed.

▼ **To continue filing imported returns:**

- Click the **Next** button. The homepage of the practitioner account appears.



- Click **Select** next to the taxpayer whose returns you have imported. When the homepage of the taxpayer account appears, run your cursor over **My Returns** on the menu bar and click **Filing History**.

SIMPLE! SECURE! FREE! **PARISH E-FILE.COM**

Practitioner Account Create Return **My Returns** Account Center Lookup Support FAQ

Filing History
Please select a filing period below to view all of your returns.

Filing Period: July 2008 Status: Show All Type: Tax Return Print Filing History

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status (?)	Action (?)
08/06/2009 05:06:55 PM	8/6/2009	Louisiana Dept of Revenue Sales and Use Tax	Business Location	\$0.00	Original	In Progress	CONTINUE DELETE
08/06/2009 05:06:55 PM	8/6/2009	Rapides Parish	Business Location	\$0.00	Original	In Progress	CONTINUE DELETE
08/06/2009 05:06:55 PM	8/6/2009	Ascension Parish	Business Location	\$0.00	Original	In Progress	CONTINUE DELETE

- If you have imported returns for multiple filing periods, select **[View All]** from the Filing Period drop-down menu to display all returns. Click the **Continue** button in the row of the return to continue filing.
- The return will be displayed on the screen for you to review. Continue to follow the on-screen instructions to proceed through the payment process. Your return has been successfully filed when you receive a Confirmation Number and the status changes to 'Filed'.

SIMPLE! SECURE! FREE! **PARISH E-FILE.COM**

Practitioner Account Create Return My Returns Account Center Lookup Support FAQ

Filing History
Please select a filing period below to view all of your returns for that period.

Filing Period: July 2008 Status: Show All Type: Tax Return Print Filing History

Last Modified	Date Filed	Name	Location	Amount Due	Amended	Status (?)	Action (?)
08/06/2009 05:06:55 PM	8/6/2009	Louisiana Dept of Revenue Sales and Use Tax	Business Location	\$0.00	Original	In Progress	CONTINUE DELETE
08/06/2009 05:15:28 PM	8/6/2009	Rapides Parish	Business Location	\$59.61	Original	Filed	UNFILE VIEW
08/06/2009 05:06:55 PM	8/6/2009	Ascension Parish	Business Location	\$0.00	Original	In Progress	CONTINUE DELETE

- Continue this process for each return you have imported.